



**CITY OF LAS VEGAS**  
1700 North Grand Avenue  
Las Vegas, New Mexico 87701  
Phone: (505) 454-1401 Fax: (505) 454-8027

# PURCHASE ORDER

**PO Number:** 210630

**Date:** 09/08/2020

**Request #:** 280766

**Vendor #:** 05443

**ISSUED TO:** DIEGO A GRIEGO  
Attn:C/O D.A.G. ENTERPRISES  
258 A MONTEZUMA RT  
LAS VEGAS, NM 87701-

**SHIP TO:** City of Las Vegas  
Attn:Solid Waste Department  
35 Aragon Road  
Las Vegas, NM 87701

**Vendor Fax #:** (505) 425-9516

ITEM	UNITS	DESCRIPTION	PRICE	PROJ	GL ACCOUNT NUMBER	AMOUNT
1	1	REPAIRED INNER TIRE PATCH	1.25		630-0000-610-7408	1.25
2	1	SERVICE FEE	45.00		630-0000-610-7408	45.00
3	2	SERVICE FEE	75.00		630-0000-610-7408	112.50
4	2	MT 2 TIRES	45.00		630-0000-610-7408	90.00
5	1	TAX	3.78		630-0000-610-7408	3.78
6	1	TAX ON SERVICE	17.00		630-0000-610-7408	17.00

DEPARTMENT ORDER

**Approved By:**

**Date:**

9/15/2020

<b>SUBTOTAL:</b>	269.53
<b>TAX:</b>	0.00
<b>SHIPPING:</b>	0.00
<b>TOTAL</b>	269.53

1. Original invoice plus one copy must be sent to: City of Las Vegas, 1700 North Grand Avenue, Las Vegas, NM 87701.
2. Payment may be expected within 30 days of receipt of goods, unless otherwise stated.
3. C.O.D. shipment will not be accepted.
4. Purchase Order numbers must appear on all shipping containers, packing slips and invoices. Failure to comply with the above request may delay payment.
5. All goods are to be shipped F.O.B. Destination unless otherwise stated.
6. All materials and services are subject to approval based on the description on the face of the purchase order or appendages thereof. Substitutions are not permitted without approval of the Requesting Department. Material not approved will be returned at no cost to the City.
7. All goods and equipment must meet or exceed all necessary city, state and federal standards and regulations.
8. Vendor or manufacturer bears risk of loss or damage until property received and/or installed.
9. Seller acknowledges that the buyer is an equal opportunity employer. Seller will comply with all equal opportunity laws and regulations that are applicable to it as a supplier of the buyer.
10. The City is exempt from all federal excise and state tax - ID# 85-6000149

**Finance Dept. (505) 454-1401 FAX (505) 454-8027**

## CITY OF LAS VEGAS REQUISITION FOR PURCHASE

PURCHASE ORDER NO.: 280766

REQUIREMENTS

CHECK APPROPRIATE BOX

DATE: 9/8/20

## PURCHASES UNDER RESOLUTION #14-18 STATE PROCUREMENT CODE:

- ☐ \$0 TO \$19,999.99 Best Obtainable Price; Requires 3 telephoned, written, faxed or e-mailed quotes;
- ☐ \$20,000.00 TO \$59,999.99 Requires 3 written and signed quotes; (Goods or services)
- ☐ \$60,000.00 AND OVER Formal Process (Requires RFQ, RFP, RFB, etc.)

**RECEIVED**  
SEP 14 2020

☐ BID NO.: \_\_\_\_\_ - \_\_\_\_\_ AWARDED: \_\_\_\_/\_\_\_\_/\_\_\_\_; CONTRACT NO.: \_\_\_\_\_  
(RECORD BID NUMBER, AWARDED DATE, AND CONTRACT NUMBER ABOVE)

CITY OF LAS VEGAS  
PURCHASING DEPT.

- ☐ SPD CONTRACT; SPD NO.: \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ EXEMPT PURCHASE; Provide Section No. \_\_\_\_\_.
- ☐ GSA CONTRACT; GSA NO.: \_\_\_\_\_ - \_\_\_\_\_ EXPIRES: \_\_\_\_/\_\_\_\_/\_\_\_\_.
- ☐ PROFESSIONAL SERVICES; \_\_\_\_\_
- ☐ SOLE SOURCE: REQUIRES DETERMINATION AND MUST BE POSTED ON CLV WEBSITE FOR 30 DAYS  
PRIOR TO PROCURING GOODS AND/OR SERVICES.
- ☐ OTHER CITY CONTRACT: NO: \_\_\_\_\_ EXPIRES \_\_\_\_/\_\_\_\_/\_\_\_\_
- ☒ EMERGENCY; \_\_\_\_\_ SECTIONS 13-1-127 STATE PROCUREMENT CODE

## STATEMENT OF NEED: (Must Complete)

Mount 2 lines of solid waste

\*IN COMPLIANCE WITH THE PROCUREMENT CODE #14-18 THE FOLLOWING QUOTES WERE OBTAINED\*

DATE	NAME OF VENDOR	PHONE NUMBER	PERSON CONTACTED	PRICE QUOTED

(If needed, attach additional quote documentation to this requisition)

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL
1	1.5		Service Fee	75.00	112.50
2			mt 2 lines	45.00	90.00
			Tax	17.00	17.00
1			Service Fee	45.00	45.00
			Repaired inner tire Patch	1.25	1.25
1			Tax	3.78	3.78

VENDOR: D.A.G.TOTAL: \$ 269.53

ADDRESS:

NM CRS NO.:

FEDERAL TAX NO.:

I CERTIFY THAT THIS PURCHASE IS NECESSARY AND THAT THE REQUESTED ITEMS WILL BE PURCHASED AT THE LOWEST BID OR BEST OBTAINABLE PRICE.

BUDGET \$ 240,000.-

EXPENDED TO DATE \$ 202,456.24

CURRENT EXPENSE \$ 219.50

BALANCE \$ 57,324.26

SIGNATURE OF PERSON REQUESTING

630 - 0000 - 610 - 7408

FUND DEPARTMENT ACTIVITY

APPROVED BY: [Signature] 9-14-20 BUDGET AVAILABLE YES: ☒ NO: ☐

WHITE COPY: ACCOUNTS PAYABLE

YELLOW COPY: PURCHASING

PINK COPY: DEPARTMENT





## City of Las Vegas

1700 N. Grand Avenue | Las Vegas, NM 87701 | T 505.454.1401 | lasvegasnm.gov

Mayor Louie A. Trujillo

### MEMORANDUM



To: Helen Vigil  
Purchasing/Inventory

Fr:   
Lucas Marquez, SW Manager

Date: September 8, 2020

Re: Letter of Determination

On September 1<sup>st</sup> 2020 the Solid Waste Department Packer truck had a tire off the rim at 5:30 a.m. and had to get repaired right away to continue the residential route. We could not get in touch with Gallegos Tire or Garcia's Tire since it was early that morning, on that same day the same truck got 2 flats and needed to get 2 replacement tires, also when we made contact with both Gallegos Tire and Garcia Tire they stated they could not come out since they were busy and shorthanded. Since we had no idea who was working due to covid-19 my staff was working from home with just phone service I called Maria Gilvarry, Director who was also working from home to see how to proceed, she gave me the ok to go ahead and get D.A.G. for the repairs.

At this time Please utilize line item #630-0000-610-7408 and approve the 2 requisitions attached.

Should you have any further question or require additional information, please feel free to contact me at 426-0350.



STATE OF NEW MEXICO  
EMERGENCY DETERMINATION  
FORM

The emergency procurement method (NMSA 1978, Section 13-1-127) may only be used when there exists a threat to public health, welfare, safety or property requiring procurement under emergency conditions. The existence of the emergency condition creates an immediate and serious need for services, construction or items of tangible personal property that cannot be met through normal procurement methods and the lack of which would seriously threaten:

1. the functioning of government;
2. the preservation or protection of property; or
3. the health or safety of any person.

I. Name of **Agency:** **CITY OF LAS VEGAS**

Agency Chief Procurement Officer: HELEN VIGIL

Telephone Number: 505-426-1106

II. Name of Contractor: D.A.G.

Address of Contractor: P.O. Box 2084

LAS VEGAS, NEW MEXICO 87701

Amount of prospective contract \$269.53 (2) Invoices

Term of prospective contract:

III. Please thoroughly list the services (scope of work), construction or items of tangible personal property of the contract: Transport driver was getting his day started when he noticed his tire was off the rim, this was at 5:30 a.m.

IV. Provide an explanation for the justification of the procurement including a description of the

emergency condition(s) requiring use of emergency procurement and the practicable competition utilized in compliance with NMSA 1978, Section 13-1-127.

In order to continue route tire had to be fixed, both listed vendors did not answer at the time of call

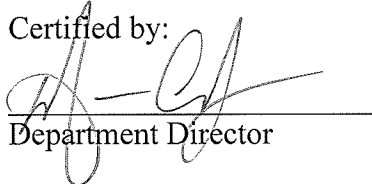
V. Please describe what measures are being taken to minimize the duration and effect of this particular emergency procurement (for example: is the emergency only in place until a competitive process can be completed, etc.).

Tires are checked at the beginning of the route and at the end of each route, but these are things that are beyond our control

VI. Describe what measures the Agency will take in the future to prevent/mitigate use of an emergency procurement under similar circumstances.

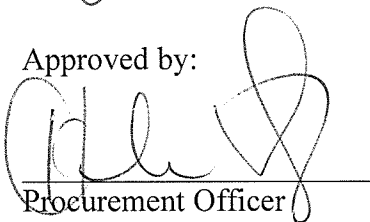
Check to see all tires are good and again these circumstances are beyond our control

Certified by:

  
Department Director

Date: 9-11-20

Approved by:

  
Procurement Officer

Date 9/14/2020

APPROVED

Date 9-14-20

  
Finance Director

D.A.G. Enterprises of NM, LLC

P O Box 2084


Las Vegas, NM 87701

Date	Invoice #
9/1/2020	13007

Bill To
City of Las Vegas 1700 N. Grand Avenue Las Vegas NM 87701

**RECEIVED**  
SEP 14 2020  
CITY OF LAS VEGAS  
PURCHASING DEPT.

P.O. No.	Terms	Project
<del>210176</del>		

Item	Description	Hours / Quantity	Rate	Amount
Service Call	Unit: 327, 03/2011 AutoCar Expeditor, VIN:5VCACR8F8BH212743, Engine: Cummins 8.9L, Engine S/N: 73196958, Pendpack Model: AG30RH, S/N: AG201113060288, 07/2011, Hours: 2,955, Mileage: 30,591. Went on service call to mount tires at solid waste transfer station.	1.5	75.00	112.50T
Repairs	Mount two tires on right rear drive axle. 2017 City	2	45.00 8.396%	90.00T 17.00
<p>* gallegos line was short staffed and could not come out Garcia line was also not available D.A.G. was the only other Vendor that answered ok by m. gilvory</p> <p><b>OK FOR PAYMENT</b>  Department Director P.O. #</p>				

Thank you for your business.

Tax

<b>Total</b>	\$219.50
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$219.50



D.A.G. Enterprises of NM, LLC

P O Box 2084

Las Vegas, NM 87701

Date	Invoice #
9/1/2020	13008

Bill To
City of Las Vegas 1700 N. Grand Avenue Las Vegas NM 87701

**RECEIVED**  
SEP 14 2020  
CITY OF LAS VEGAS  
PURCHASING DEPT

P.O. No.	Terms	Project
<del>210176</del>		

Item	Description	Hours / Quantity	Rate	Amount
Repairs	Unit: 327, 03/2011 AutoCar Expeditor, VIN: SVCACR8F8BH212743, Engine: Cummins 8.9L, Engine S/N: 73196958, Pendpack Model: AG30RH, S/N: AG201113060288, 07/2011, Hours: 2,966, Mileage: 30,689. Repaired inner tire on left rear drive axle.	1	45.00	45.00T
Part	Patch 2017 City	1	1.25 8.396%	1.25 3.78
<p><i>* gallegos line &amp; Garcia line did not answer @ 5:30 AM. D.A.G. was the only one to answer ok by M. Gilvary</i></p> <p><b>OK FOR PAYMENT</b></p> <p>_____ Department Director</p> <p>P.O. # _____</p>				

Thank you for your business.

Tax

<b>Total</b>	\$50.03
<b>Payments/Credits</b>	\$0.00
<b>Balance Due</b>	\$50.03